

**CONSTITUTION
HEREFORD ZONE RECREATION AND PARKS COUNCIL
17301 YORK ROAD
PARKTON, MARYLAND 21120**

MISSION

The mission of the Hereford Zone Recreation and Parks Council is to establish and offer recreational and sports programs to the greater Northern Baltimore County community for the benefit of the children and all participants involved in the programs.

**ARTICLE I
NAME, ADDRESS AND BOUNDARIES**

Section I The name of this organization shall be Hereford Zone Recreation and Parks Council (also referred to herein as the "Council").

Section II The principal office of the Hereford Zone Recreation and Parks Council shall be located at the Hereford Recreation Office of the Baltimore County Department of Recreation and Parks, adjacent to the gymnasium of Hereford High School, 17301 York Road, Parkton, Maryland 21120.

Section III The boundaries of the Hereford Zone Recreation and Parks Council shall be as follows: beginning from the Carroll County line and Grave Run, east along Grave Run to Prettyboy Reservoir, southeast along the southern shores of Prettyboy Reservoir to the Gunpowder Falls (with the waters of the reservoir being outside the boundaries of the Council), east along the Gunpowder Falls to Big Falls Road, northeast along Big Falls Road to Hunters Mill Road, east along Hunters Mill Road to Troyer Road, northeast along Troyer Road to the Harford County Line, south along the Harford County - Baltimore County line to the Little Gunpowder Falls, south along the Little Gunpowder Falls to Old York Road, South along Old York Road to Paper Mill Road, west along Paper Mill Road to the bridge over Loch Raven Reservoir, then in an imaginary line approximately westerly to the intersection of Geist Road and Falls Road, north along Falls Road to Black Rock Road, northwest along Black Rock Road to the Carroll County line, northeast along the Carroll County - Baltimore County line to the start point.

**ARTICLE II
OBJECT OF THE HEREFORD ZONE RECREATION AND PARKS COUNCIL**

Section I The object and purposes of the Hereford Zone Recreation and Parks Council are:

- A.** To recommend, promote and maintain public recreation programs and services without regard to race, gender, creed, color, age or national origin in this community in cooperation with the Department of Recreation and Parks and the Baltimore County Board of Education, all in accordance

with the laws and agreements governing public recreation in Baltimore County and the State of Maryland. In addition, the Hereford Zone Recreation and Parks Council is organized for nonprofit, and/or charitable purposes under applicable provisions of the Annotated Code of Maryland and under Section 501(c)(3) of the Internal Revenue Code of 1986.

- B.** To build the public recreation programs into and about public schools, grounds, parks and facilities by identifying it with all public and private organizations having to do with public welfare, education, and family relations. To lessen the burdens of local government and to facilitate community goodwill.
- C.** The Hereford Zone Recreation and Parks Council will not, as a substantial part of its activities, attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for political office.

ARTICLE III MEMBERSHIP AND VOTING

Section I The general membership of the Council shall consist of all interested persons at least 18 years of age within the area served by all of the Baltimore County public elementary schools that feed into Hereford High School (the “Hereford Zone”). Voting privileges shall be granted to all such persons attending at least 50% of the regular meetings of the Hereford Zone Recreation and Parks Council during the preceding rolling 12 month period.

Section II All officers of the Hereford Zone Recreation and Parks Council are automatically allowed to vote at any meeting at which such officers are in attendance.

Section III Affiliate Members are defined as groups, clubs or service organizations that provide recreational or sports programs to citizens of the North Baltimore County community and have formalized an association with the Hereford Zone Recreation and Parks Council by vote of the Council as described below. Affiliate Members of joining recreation councils shall not be affiliated with the Hereford Zone Recreation and Parks Council unless the affiliation process set out below has been followed. These groups must be affiliated or associated with a Baltimore County Department of Recreation & Parks Council in order to use Baltimore County facilities for their recreational and sports programs. The primary purpose of any group, club or service organization that becomes an Affiliate Member must be to provide sports and recreational opportunities to the community and not operate for other purposes. Affiliate Members must not offer any programs that are similar to Council programs or compete with the success of Council programs in any way. Affiliate Members’ use of facilities are secondary to the use of the facilities by the Council. An Affiliate Member and its

representatives are not entitled to any voting rights merely by reason of its affiliation with the Hereford Zone Recreation and Parks Council.

In order to become an Affiliate Member of the Hereford Zone Recreation and Parks Council, a group must, in the following order:

1. Obtain a sponsor that is a voting member of the Council, as evidenced in writing.
2. Have a signed petition by 50 community members supporting the proposed program.
3. Contact the Executive Committee and discuss the proposed program in person.
4. Obtain the unanimous support from the Executive Committee.
5. Present the program and budget to the full body of the Council in person.
6. Obtain the support, by vote, of a majority of the voting members of the Council.

Affiliate Members are required to:

1. Abide by the Council's Constitution, by-laws, policies, procedures and all other governing documents.
2. Operate a separate treasury from the Council.
3. Operate under their own Constitution and by-laws, not conflicting with or superseding the Council governing documents.
4. Make an annual donation to the Council, as established by the Executive Committee annually.
5. Make immediate payment for any cost incurred by the Council or by Baltimore County or by a facility including, but not limited to, custodial fees, utility fees, advertising costs, and all other fees and costs.
6. Attend regular meetings of the Hereford Zone Recreation and Parks Council.
7. Submit periodic budgets and financial reports (including copies of all receipts) to the Council. Year-round programs must submit a budget

and financial report on January 1 and July 1 every year. Seasonal programs must submit a budget and financial report one month prior to the program beginning and within one month of the seasonal program ending. All Affiliate Member programs must be audited by an independent auditor annually (at their expense) and present the audit results to the Council.

8. Operate as an organization described in Section 501(c)(3) of the Internal Revenue Code, or, with the approval of the Executive Committee and a favorable determination that the affiliation will not jeopardize the exempt status of the Council, another organization described in Section 501 of the Internal Revenue Code.
9. Submit facility request forms in accordance with Baltimore County Department of Recreation & Parks guidelines.
10. Show proof of liability insurance coverage in the amount of \$500,000 or such greater amount as recommended by the Executive Committee or required by the Department of Recreation and Parks.
11. Demonstrate successful results from criminal background checks, if required.
12. Abide by Baltimore County Department of Recreation & Parks Code of Ethics.
13. Maintain facilities in as good or better condition than prior to the Affiliate Member's use of the facilities.

Instatement, suspension, and reinstatement of Affiliate Members shall be the sole discretion of the Council. Any Affiliate Member program that fails to meet Council expectations may be immediately suspended by the President or the Executive Committee at any time. Requests for reinstatement shall be entertained by the Executive Committee only after a personal appearance before the Executive Committee and a unanimous vote by the Executive Committee.

Affiliate Member status may be immediately and permanently revoked by a majority vote of the Executive Committee at any time.

Section IV A quorum for meetings of the general membership of the Hereford Zone Recreation and Parks Council shall consist of five voting members.

Section V Members of the Hereford Zone Recreation and Parks Council shall pay no membership dues.

**ARTICLE IV
EXECUTIVE COMMITTEE**

- Section I** The Executive Committee shall consist of the elected officers of the Hereford Zone Recreation and Parks Council. The Program Coordinator and Community Supervisor shall be (non-voting) ex officio members of the Executive Committee. A quorum for meetings of the Executive Committee shall consist of fifty percent of the members of the Executive Committee.
- Section II** The Executive Committee will have the power to fill a vacancy before the expiration of any elected term. All elected officers who are absent for more than two meetings of the Executive Committee in any 12 month period may be asked to resign upon the vote of the Executive Committee.
- Section III** The Executive Committee shall have full power and authority to determine policy and conduct affairs of the Hereford Zone Recreation and Parks Council. Any action by the Executive Committee, except for program suspensions and opinions on final appeals, may be rescinded at the next general meeting of the general membership of the Hereford Zone Recreation and Parks Council if two-thirds of the voting members of the Hereford Zone Recreation and Parks Council present at such meeting so vote.
- Section IV** Adherence to this Constitution and any by-laws by an activity, a member, a service organization and any officer is required. The Executive Committee can take appropriate action against an activity, a member, a service organization or an officer for not following the Constitution and any by-laws.

**ARTICLE V
OFFICERS**

- Section I** The officers of this the Hereford Zone Recreation and Parks Council shall consist of a President, a Vice President representing each Baltimore County public elementary school in the Hereford Zone not represented by its own independent recreation council, a Secretary and a Treasurer.
- Section II** Officers of the Hereford Zone Recreation and Parks Council can not be an employee of the Baltimore County Department of Recreation and Parks or an independent contractor providing services to any program sponsored by or Affiliate Member of the Council.
- Section III** It shall be the duty of the President to preside at all meetings of the general membership and of the Executive Committee, and to perform such duties as ordinarily pertain to the office. Further, the President shall, in conjunction with the other members of the Executive Committee, develop and communicate the Council's strategic goals for the upcoming fiscal year to the members of the Hereford Zone Recreation and Parks Council and the community, no later than the August meeting of the Council's general membership.

Section IV It shall be the duty of a Vice President, appointed for such purpose by the President, to preside at all meetings of the general membership and of the Executive Committee in the absence of the President, and to perform such duties as ordinarily pertain to the office.

It shall be the duty of a Vice President appointed for such purpose by the President to serve as the Chair of any Finance Committee.

It shall be the duty of a Vice President appointed for such purpose by the President to serve as the Chair of any Planning & Capital Improvements Committee.

Section V It shall be the duty of the Secretary to keep and distribute minutes of the meetings of the general membership of the Hereford Zone Recreation and Parks Council and of the Executive Committee, to record the meeting attendance at both meetings and to issue same notices of meetings as otherwise provided herein. Minutes of such meetings shall be distributed within fourteen (14) days of the date of the meeting. If the Secretary is unable to attend a meeting of the general membership of the Council or the Executive Committee, the President or, if applicable, Vice President presiding over such meeting may designate an Assistant Secretary who shall serve as Secretary for such meeting. Further, the Secretary shall maintain contact information for all members and Affiliate Members of the Hereford Zone Recreation and Parks Council and determine whether members have voting rights.

Section VI It shall be the duty of the Treasurer to receive, safely keep and disburse all funds of the Hereford Zone Recreation and Parks Council in accordance with the policies set out herein and to account for the same at any meetings of the general membership or meetings of the Executive Committee and to perform such duties as ordinarily pertain to the office.

Section VII Any acting officer of the Council may be removed at a general meeting of the general membership of the Hereford Zone Recreation and Parks Council, if two-thirds of the voting members of the Council present at such meeting so vote, provided that at least one month's notice of such vote shall be given to members of the Council prior to the date of such meeting.

ARTICLE VI MEETINGS

Section I Regular meetings of the general membership of the Hereford Zone Recreation and Parks Council and other interested persons shall be held on the fourth Wednesday of each of the following months: September, October, November, December, January, February, March, April, May, June and August, except as may be otherwise determined by the Executive Committee and provided at least two weeks in advance to members of the Hereford Zone Recreation and Parks Council

that have provided contact information to the Secretary, member service organizations and activity chairpersons. The meetings shall be held at the location determined by the Executive Committee within the Hereford Zone, and the Secretary shall notify members of the time and location of meetings.

Section II Meetings of the Executive Committee shall be held, as needed, in the discretion of the President. The meetings shall be held at the location determined by the Executive Committee within the Hereford Zone. Executive Committee members shall be notified in advance of the time, place and business to be discussed at such meeting. The Secretary will be responsible for notifying such members.

Section III Special meetings of the Hereford Zone Recreation and Parks Council may be called at any time at the discretion of the President upon 15 days notice, provided by mail or other medium to all officers, members of the Hereford Zone Recreation and Parks Council that have provided contact information to the Secretary, member service organizations and activity chairpersons. The Secretary will be responsible for notifying members.

Section IV Information, including dates, any available agenda items and any slates of officers, with respect to any regular or special meeting of the Hereford Zone Recreation and Parks Council or the Executive Committee shall also be available for public inspection upon reasonable request to the Community Supervisor.

Section V The agenda of all meetings shall include the submission of the minutes of the previous general and Executive Committee meetings, and any special meetings called. There shall also be a Treasurer report, reports from any standing committees, reports from activity chairpersons and open discussions of business. The final item on the agenda of the general meetings of the membership of the Hereford Zone Recreation and Parks Council shall be comments by individual citizens who must register with the Secretary at the meeting prior to such time that said meeting begins. Roberts Rules of Order for parliamentary procedure shall be followed at all meetings.

ARTICLE VII ELECTION OF OFFICERS

Section I The Nominating Committee shall submit a slate of nominations for election of officers no later than the May meeting of the Hereford Zone Recreation and Parks Council. Elections shall be held at the June meeting, and officers shall take office August 1. A vote of a majority of the members of the Hereford Zone Recreation and Parks Council present at a meeting shall be sufficient to provide for election of any officer, provided that a quorum is present.

Section II Nominations from the floor may be made by any member of the Hereford Zone Recreation and Parks Council at the April or May meetings of the Council. The person so nominated must either be present at such meeting or his or her written consent must be presented at the time of nomination or prior to the June meeting.

Section III All officers shall be elected for a term of one (1) year.

Section IV Notwithstanding the foregoing, in the event that a recreation council joins the Council, at the time thereof the Executive Committee shall be empowered to name a Vice President to represent the related Baltimore County public elementary school for a term ending on the July 31 succeeding the next June meeting of the Council.

ARTICLE VIII COMMITTEES

Section I To the extent determined that such committees are necessary or desirable by the Executive Committee, the following standing committees shall be appointed by the President with the advice and approval of the Executive Committee.

- A.** Community Relations Committee: This committee shall consist of a chairperson, who shall be a member of the Hereford Zone Recreation and Parks Council, appointed for one (1) year term and as many members as may be required to expeditiously carry out its functions. The Community Relations Committee shall secure proper publicity for recreation activities and the principles and purposes of the Council in particular. The purpose of the Community Relations Committee is to grow awareness of the Council and its programs and to increase volunteer involvement and participation in Council meetings and programs. One of the responsibilities of this Committee is to serve as a liaison with other recreation councils, schools and relevant organizations.

- B.** Finance Committee: This committee shall consist of at least three members: the Treasurer, a Vice-President appointed therefor by the President, and one voting member appointed by the President. Its duties shall be:
 - 1.** Supervise the expenditures of the general fund of the Hereford Zone Recreation and Parks Council within its operating budget. The President, upon taking office, shall submit the general operating budget to this committee for review. After such review, this committee shall submit said operating budget to the Executive Committee for their approval.

 - 2.** Supervise the expenditures of the activity fund of any activity affiliated with the Hereford Zone Recreation and Parks Council.

 - 3.** To recommend to the Executive Committee for their consideration investment of available funds as the circumstances or opportunity may warrant.

4. To review and report to the Executive Committee and general membership at least quarterly.

5. To oversee annual audits.

C. Planning & Capital Improvements Committee: The Planning & Capital Improvements Committee shall consist of three members of the Hereford Zone Recreation and Parks Council, at least one of which shall be a Vice-President appointed therefor by the President or another member of the Executive Committee. Their duties shall be to prepare and submit to the Executive Committee for their approval, the capital budget and to develop and maintain a comprehensive plan for the development and improvement of equipment and the related buildings and grounds they use.

Section II A Nominating Committee shall be appointed by the President with the advice and approval of the Executive Committee. The Nominating Committee shall consist of three members, who shall be the President, a prior member of the Executive Committee and a voting member of the Council. The Nominating Committee shall be appointed no later than the date of the March meeting of the Hereford Zone Recreation and Parks Council immediately preceding the April meeting at which the slate of nomination is to be submitted as provided in Section I of Article VII above; the term of the members of such Nominating Committee shall end on the succeeding August 1.

Section III Reports of all standing committees must be submitted to the general membership at the regular meetings of the Hereford Zone Recreation and Parks Council. These reports may be submitted verbally by committee members or may be submitted to the Executive Committee in written form prior to the meeting.

Section IV At the expiration of his or her appointment, each committee chairperson shall turn over to their successor an up-to-date account of the committee's activities and a back file of all important records and correspondence, as well as any recommendations for future efforts.

ARTICLE IX ACTIVITIES

Section I Any planned activity (e.g., program) desiring to be sponsored by the Hereford Zone Recreation and Parks Council will be required to present to the general membership of the Hereford Zone Recreation and Parks Council satisfactory documentation to govern that activity's programs. Upon approval of such planned activity and the proposed chairperson by the general membership of the Hereford Zone Recreation and Parks Council, such planned activity may be considered sponsored by the Hereford Zone Recreation and Parks Council for such fiscal year. Further, the continued sponsorship of a planned activity, as well as its activity chairperson, must be approved by vote of the Executive Committee in

each succeeding fiscal year. Sponsored planned activities shall be governed by the provisions of this Constitution. As provided in Article XI, each activity must have an activity chairperson. Each such activity shall send at least one representative to all general meetings of the membership of the Hereford Zone Recreation and Parks Council during the season in which such activity is in session or registration; such representative shall be the activity chairperson or his or her designee. A planned activity and its representatives are not entitled to any voting rights merely by reason of its sponsorship by the Hereford Zone Recreation and Parks Council.

Section II Each activity chairperson shall submit a report to the Hereford Zone Recreation and Parks Council each month while the program is in session or registration. These reports may be submitted verbally by such chairperson or may be submitted to the President or Vice-President in written form prior to the meeting.

Section III Operating procedures of each activity are subject to policies established by the Executive Committee from time to time in its discretion. Such procedures may require a vote of the Executive Committee in order for an activity to be sponsored by the Hereford Zone Recreation and Parks Council.

Section IV All programs are required to be represented in at least fifty percent of the meetings during each fiscal year of the Hereford Zone Recreation and Parks Council.

Section V All program chairpersons, coaches and other volunteers must act in the best interests of the participants. The Executive Committee of the Hereford Zone Recreation and Parks Council has the authority to rule and provide disciplinary judgment where this is not adhered to. Appeals relating to programs are governed under Article XII below.

Section VI Each program must submit an annual or, if applicable, seasonal budget; the program shall also submit, at least annually or more frequently as required by the Executive Committee or the Treasurer, a reconciliation of its actual expenditures to its budget. Additionally, if requested by the Treasurer, a program shall be required to attend a meeting to discuss its budgeting and reconciliation. Such program chairpersons shall be notified in advance of the time and place of such meeting. The Treasurer or Secretary will be responsible for notifying of such meetings.

ARTICLE X GENERAL FINANCIAL POLICIES

Section I General

A. The funds of the Hereford Zone Recreation and Parks Council shall be kept for the purpose of paying operating expenses of the Council (see Section III below), to support specific programs (see Section IV below relating to activity funds) and to provide for capital improvements,

equipment or other strategic expenditures for the benefit of any program, the Council generally, any Baltimore County public facility within the boundaries of the Council or the greater Northern Baltimore County community. To that end, at any time that another recreation council joins the Hereford Zone Recreation and Parks Council, such council's funds shall be applied as follows:

1. To the extent that such recreation council has not maintained separate accounts for each of its activities, such council should allocate funds to each of activities in any manner as it deems fair and appropriate. In its discretion, some of the recreation council's funds may be allocated to its general or operating fund.
 2. Except as may be decided otherwise by the Executive Committee in consultation with the Vice President representing such Baltimore County elementary school, the activity funds of each activity shall be maintained as a separate activity fund of the Hereford Zone Recreation and Parks Council; notwithstanding the foregoing, if an activity has a related activity at the Hereford Zone Recreation and Parks Council (e.g., an outdoor soccer program but not a single-facility based skating program), such activity's funds shall be combined with those of the related activity at the Hereford Zone Recreation and Parks Council.
 3. All amounts in a general or operating account of the joining recreation council shall be deposited 25% in the operating funds of the Hereford Zone Recreation and Parks Council and 75% in the capital funds of the Hereford Zone Recreation and Parks Council, except as may be decided otherwise by the Executive Committee in consultation with the Vice President representing such Baltimore County elementary school.
 4. The provisions of Section IV below relating to caps on activity funds shall not apply to such a joining recreation council's activity account (or account merged into a Hereford Zone Recreation and Parks Council account) until the beginning of the succeeding fiscal year of the Council.
- B.** The fiscal year of the Hereford Zone Recreation and Parks Council shall be from September 1 through August 31.
- C.** No part of the assets of the Hereford Zone Recreation and Parks Council shall inure to the benefit of any member, officer, private shareholder or individual.
- D.** Should the Hereford Zone Recreation and Parks Council be dissolved, its assets must be distributed either to another recreation council or another

organization exempt under section 501(c)(3) of the Internal Revenue Code.

Section II Accounting and Audits

- A.** All accounts shall be placed under the supervision of the Treasurer.
- B.** The Treasurer report shall include the balance in all accounts.
- C.** A yearly audit will be conducted by the Finance Committee, or an independent auditor, within 90 days of the close of the Council's fiscal year and when a change in Treasurer is made at other than a normal election. The Treasurer shall report on the same at the next scheduled general meeting of the membership of the Hereford Zone Recreation and Parks Council. An audit must be conducted at least once every three (3) years by an outside independent auditor.
- D.** All invoices shall be sent to the Hereford Zone Recreation and Parks Council office in c/o the Treasurer or otherwise as may be prescribed by the Treasurer, in consultation with the Executive Committee, from time to time.
- E.** A bookkeeper may be hired or terminated by a majority vote of the Executive Committee to handle accounting transactions. Any such bookkeeper must be bonded or carry appropriate insurance coverage, in either case in such amounts as set by the Executive Committee.
- F.** Invoices shall be paid and checks signed in accordance with the policies set forth in HZRPC Financial Procedures.
- G.** Hereford Zone Recreation and Parks Council deposit slips shall be used for all receipts and Hereford Zone Recreation and Parks Council voucher forms shall be used for all disbursements. At the discretion of the Executive Committee, such materials shall be provided to activity chairpersons for use in their programs.

Section III Operating Funds

- A.** The purpose of the operating funds of the Hereford Zone Recreation and Parks Council is to finance the general operations of the Hereford Zone Recreation and Parks Council and to provide liquidity, when needed, for new and existing activities, and to provide for miscellaneous items required for the operation of the Council.
- B.** Each activity or program shall contribute to the operating funds for the general operations of the Hereford Zone Recreation and Parks Council in an amount to be prescribed by the Executive Committee from time to time

and included in the itemized budget of the activity. From the date of adoption hereof through such as the Executive Committee shall prescribe a different amount as permitted under the preceding sentence, the amount of such assessment shall be \$5 per program participant per season.

- C. The Treasurer shall transfer assessments for the operating fund from the respective activity funds at the close of the fiscal year, or at such other time or other procedures as may be approved by the Executive Committee from time to time.
- D. An operating expense account within the operating fund in an amount not to exceed \$250.00, or such larger amount as may be approved by the Hereford Zone Recreation and Parks Council from time to time, shall be available for disbursement by the elected officers of the Hereford Zone Recreation and Parks Council for operating expenses of the Hereford Zone Recreation and Parks Council; this operating expense account may be replenished to its original amount with the approval of the Hereford Zone Recreation and Parks Council upon the submission of adequate documentation to substantiate the expenditures from the account. Amounts may be disbursed from the operating expense account by any elected officer of the Hereford Zone Recreation and Parks Council with the approval of at least one other elected officer of the Hereford Zone Recreation and Parks Council. Payment of invoices or amounts with moneys in the operating expense account should not be made without verification of the receipt of goods or services and of the amount of the invoice.

Section IV Activity Funds

- A. All funds derived from an activity's individual recreation activities or programs shall be deposited by the activity chairperson, or his treasurer or appointee, in the common treasury of the Hereford Zone Recreation and Parks Council within one week of the time received in a manner prescribed by the Treasurer; such amounts shall be accounted for separately in an activity account by the Treasurer. Deposits unclaimed after sixty days, or such other period of time as may be approved by the Executive Committee, from the date deposited will be credited to the general operating fund of the Council. Special exceptions shall be voted on by the Executive Committee.
- B. Funds within each activity account will be spent only after funds are available unless the expenditure is previously reviewed and approved by the Executive Committee.
- C. All funds remaining in activity accounts (except for the contribution to the operating funds of the Hereford Zone Recreation and Parks Council) and are carried over yearly – negative balances as well as positive balances.

However, a positive balance may only be carried over to the extent that the balance does not exceed the greater of \$2,000 or 10% of the activity's registration funds for the season just completed (i.e., excluding fundraising receipts); any excess over such cap shall be transferred by the Treasurer shortly after the end of the related program's season to the capital fund of the Hereford Zone Recreation and Parks Council. Activities which run a deficit in a fiscal year can be continued only with the approval of the Executive Committee. Notwithstanding the foregoing, a positive balance in an activity account in excess of the amounts prescribed above may be carried over with the approval of the Executive Committee, if the related program demonstrates to the satisfaction of the Executive Committee a need for such higher balance.

- D.** No activity chairperson will disburse money from current income. A petty cash fund not to exceed \$100.00, or such lesser or greater amount as may be approved by the Hereford Zone Recreation and Parks Council, shall be provided by the Treasurer upon request of the activity chairperson; this fund may be replenished to its original amount upon the submission and approval of a petty cash report with adequate documentation to substantiate the report. Except for such petty cash fund, all invoices of the Council shall be paid by check. Payment of invoices should not be made without verification by the program chairperson of the receipt of goods or services and of the amount of the invoice. Checks may not be issued in advance of receipt of goods or services without a written check request voucher prepared by the activity chairperson.
- E.** Any expense for a program over \$100.00 that is not pre-approved in the budget must be approved by the Executive Committee prior to incurring the expense. If pre-approval is not obtained, the activity chairperson will be personally responsible for payment.

Section V Capital Funds

- A.** The capital funds of the Hereford Zone Recreation and Parks Council shall be maintained to provide for capital improvements, equipment or other strategic expenditures for the benefit of any program, the Council generally, any Baltimore County public facility within the boundaries of the Council or the greater Northern Baltimore County community. The Planning & Capital Improvements Committee shall, as part of its capital budgeting process, create such subaccounts as it may feel are appropriate to account for a strategic investment of a program or the Council.
- B.** Any activity chairperson with a need for strategic capital fund or other urgent need may request funds from the capital funds for such purpose. Other requests may be made by members of the Council (e.g., improvements to a gymnasium facility at one of the Baltimore County public schools within the boundaries of the Council). Such request must

be submitted first to the Planning & Capital Improvements Committee for its review and recommendation and then to the Executive Committee for its recommendation. Except for emergency needs or requests for withdrawals from a program strategic investment account, either of which may be approved by the Executive Committee, such requests must be approved by a majority of the voting members of the Council.

- C. Capital funds may be transferred to the operating fund of the Council by the Executive Committee to the extent required in its discretion.

ARTICLE XI ACTIVITY CHAIRPERSON

Section I No sponsored activity shall be initiated, renewed or continue without a volunteer activity chairperson to serve as the liaison between the activity and the Hereford Zone Recreation and Parks Council. As described in Section IX, the activity chairperson must be approved both at the time of the initial sponsorship of the activity and annually by the Executive Committee.

Section II An activity chairperson must distribute to all coaches or persons involved in instruction in the activity any codes of responsibilities or conduct adopted by the Council or provided by representatives of the Baltimore County Department of Recreation and Parks. The chairperson must also coordinate and direct the distribution of such materials to participants in the activity (and their parents, if appropriate) and take all actions reasonably required to cause such persons to follow the principles set out in such codes.

Section III A chairperson must maintain appropriate registration, equipment and financial records for the program, including copies registration forms for the current and two prior years. Upon ceasing to serve as chairperson, each chairperson shall turn over to their successor an up-to-date account of the program's activities and the complete file of the program's records, correspondence, and registration forms, as well as any recommendations for future efforts or changes.

Section IV An activity chairperson must be an unpaid volunteer and may not be related, by blood, marriage or business association, with any independent contractor providing services to the program.

ARTICLE XII APPEALS

Section I Any person having a grievance with, or wishing to appeal a decision of, any program or aspect of the Hereford Zone Recreation and Parks Council shall adhere to the following steps or procedures:

- A. The first step is for such person to try to resolve the grievance or appeal at the program chairperson/activity chairperson level.

- B.** If still dissatisfied, the first grievance or appeal may be presented to the Executive Committee of the Hereford Zone Recreation and Parks Council. This can be done by requesting the President to place the item on the agenda of that Committee's next meeting or a special meeting.
- C.** If still dissatisfied after consideration by the Executive Committee, a person may appeal to the general membership of the Hereford Zone Recreation and Parks Council by submitting the grievance or appeal, in writing, to the President and requesting that the item be placed on the agenda of the next regular meeting of the Hereford Zone Recreation and Parks Council.
- D.** Should the general membership vote to support the grievance or appeal, they may direct the Executive Committee to reconsider the grievance or appeal.
- E.** The decision of the Executive Committee after such reconsideration shall be final.

Section II The above steps are the internal appeals procedure. The Baltimore County Board of Recreation and Parks does have a provision for hearing appeals which are not able to be resolved internally. The decision of the Board of Recreation and Parks shall be considered final.

ARTICLE XIII AMENDMENTS

Section I Amendments to the Constitution and any by-laws, policies or other similar documents adopted by the Council may be adopted at regular meetings of the membership by a two-thirds majority vote of the members then present; provided, however, that (i) such amendment has first been submitted in writing to the Executive Committee for approval or disapproval; (ii) the proposed changes must be submitted for review at a regular meeting of the Hereford Zone Recreation and Parks Council at least three weeks prior to the meeting at which the vote on the proposal will be held; (iii) the proposed changes will be made available for review by members of the Hereford Zone Recreation and Parks Council or other interested persons after submission thereof in accordance with clause (ii) at the office of the Hereford Zone Recreation and Parks Council during normal business hours; and (iv) and the recommendation of the Executive Committee as to the adoption or rejection of the proposed changes shall be stated to the membership at said regular meetings. Amendments to the Constitution shall only be effective upon approval by the Board of Recreation and Parks.